

BSc Student Handbook 2017/18

CONTENTS

Contents	2	Formative Assessment	
Department of Accounting Welcome	3	Summative Assessment	
Term Dates and School Closures	4	How to get in Touch and give Feedback	
About the Department of Accounting	5	Student and Staff Liaison Committee (SSL)	
		Academic Adviser	
		Department Tutor	13
Who's Who in the Department	7	Student Suggestion and Concerns	
STARTING YOUR PROGRAMME	8	Communicating with You	14
Welcome Week Schedule 2017 table		Department website and Social Media	
Registration		The British Library of Economics and Political	
Arriving Late		Science	
Certification of Registration		Fieldwork Safety	
Fees		Requesting Written References for	
Undergraduate Course Choice and Personal		Employment/Further Study	15
Timetables		Interruption, Deferral, Withdrawal,	
LSE100	9	Programme Transfer and Change of Mode of	
Settling in at LSE		Study	
Welcome Week		Attendance/Absence	
Saturday BSc Away Day, 30 September		Personal Development	
Communication at LSE		Quality Assurance	16
Email and IT Accounting Set-Up		Equity, Diversity and Inclusion at LSE	
Timetables		International Student Immigration Visa	
Undergraduate Class Changes		Advice Team	
LSE for You	10	Financial Support	
Moodle		Codes of Good Practice	17
Course Registration		General School and Programme Regulations	
LSE Life		Important Notes on Plagiarism	
Student Services Centre (SSC)	11	Classification Schemes	18
Advice, Communication and Operations		Results and Transcripts of Results	
Getting in Touch with Admissions		Graduation Ceremonies	
KEY INFORMATION	12	Degree Certificates	
Where We Are		Alumni Association	
Department PG Student Rooms		LSE Volunteer Centre	19
Student Information Centre (SIC)		Accounting Careers Consultants	
Formal Teaching		Summary of Sources of Support at LSE	20
Lecture Handouts			

DEPARTMENT OF ACCOUNTING WELCOME



Dear Students,

The excellence of research and teaching in the Department of Accounting at LSE is globally acknowledged. The Department, known for its tradition of intellectual diversity, has long been at the forefront of research and teaching on the role of accounting in the economy and society. We are committed to creating and disseminating knowledge related to accounting through research, teaching, and various professional and policy contributions. The Department also hosts the inter-disciplinary Centre for the Analysis of Risk and Regulation (CARR), which exemplifies this commitment.

Our mission is to provide a high-quality education that helps you develop and apply your knowledge and expertise to your likely varied and evolving interests over the span of your career and beyond. London is an ideal setting for your study: global, as LSE, with innumerable educational and professional benefits resulting from the proximity of public and private organisations and businesses, the City, policy institutes, think tanks, regulators, and Westminster.

Students on the Department's programmes grasp the potential of accounting in a wide range of settings. They learn to analyse how accounting is implicated in a multifaceted range of institutional and organisational processes of calculation, reporting, and evaluation. They appreciate the interdependencies between accounting and accountability, agency, transparency, sustainability, governance, organisational control, risk, performance management, policy making and change. Our academics explore an equally diverse range of issues in their research drawing on a variety of disciplinary perspectives.

Each year we admit over 400 students on our undergraduate and several graduate programmes. You are now among them. Partake fully, and to the fullest. Explore, learn, and contribute. Each year, we also welcome a number of departmental speakers, academics and practitioners, in a variety of forums, in addition to the unparalleled public events and lectures hosted by LSE. In a word, engage!

I welcome you, and wish you the very best of success during your time with us,

Professor Wim A. Van der Stede
Head of Department of Accounting
July 2017

TERM DATES AND SCHOOL CLOSURES

ACADEMIC YEAR 2017/18

Michaelmas Term

Thursday 21 September — Friday 8 December

Lent Term Exams

Tuesday 2 January — Friday 5 January

Lent Term

Monday 8 January — Friday 23 March

Summer Term

Monday 23 April — Friday 8 June

For those departments that operate them, School Reading Weeks are the weeks beginning 30 October 2017 and 12 February 2018.

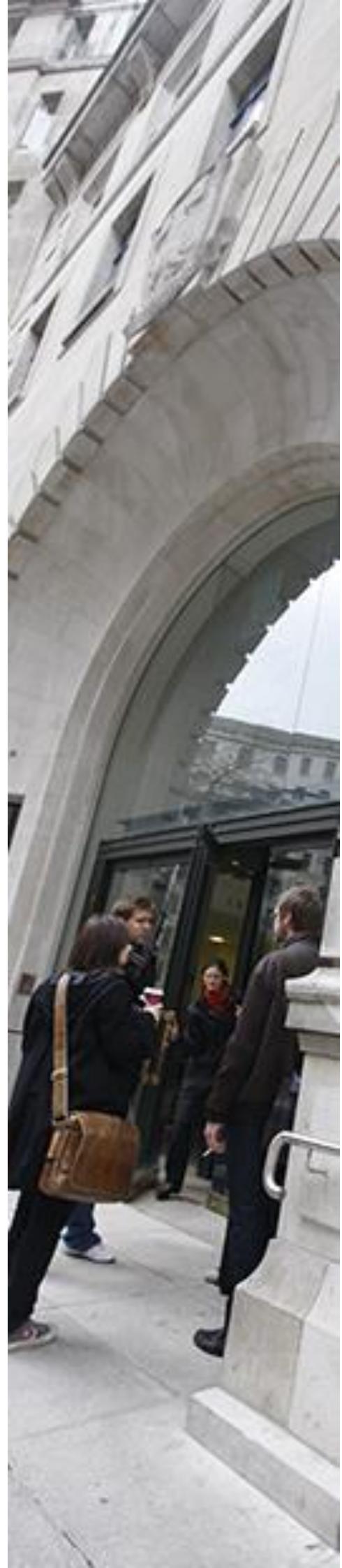
The School will also be closed on English public holidays. In 2017/18 these will be:

Christmas closure	Thursday 21 December — Monday 1 January 2018
Easter closure	Thursday 29 March — Wednesday 4 April 2018
May Bank Holiday	Monday 7 May 2018
Spring Bank Holiday	Monday 28 May 2018
Summer Bank Holiday	Monday 27 August 2018

USING THIS HANDBOOK

Please read this handbook carefully. It provides essential information about the Department's teaching, assessment, administration and programme requirements. It also contains essential guidance about how to get help from the Department with administrative and academic issues and advice on study skills.

Disclaimer: The information in this Handbook may be superseded by recent changes in regulations and other, more recent, particulars. As a guiding principle, the School's webpages will generally contain the latest, most up-to-date information.





ABOUT THE DEPARTMENT OF ACCOUNTING

The Department of Accounting continues to enjoy a reputation as one of the leading groups in the world for teaching and research on the economic, institutional and organisational aspects of accounting and financial management. Maintaining and advancing our leading international reputation for teaching and research is our top priority, and thus, we are committed:

- To enhance still further the quality of the student experience in our programmes at both the undergraduate and graduate level, such as by maintaining effective student-faculty ratios and ensuring an appropriate balance and mix of students to maintain diversity and quality of the educational experience.
- To strengthen further our outstanding research environment through research seminars, visitors and strong links with other departments, research centres and external constituencies, making it possible to study relevant accounting issues within the rich context of the social sciences in line with the School's intellectual tradition.

We are proud about the diversity in everything we do, as it is the key to our competitive advantage locally as well as globally. We therefore strive to continue to combine 'global appeal' with a distinctive 'European orientation' in terms of institutional knowledge and affiliations as well as intellectual traditions.

The following web pages provide further information about our [programmes](#) and [research](#), as well as our [faculty](#), and [news and events](#). We hope you will find these pages insightful in providing the information you are looking for.

Finally, we play a leading role in scholarship through our editorial contribution to a number of academic international journals, such as:

- Professor Peter Miller is Associate Editor of *Accounting, Organizations and Society*;
- Professor Wim Van der Stede is Editor of *Management Accounting Research*;
- Professor Bjorn Jorgensen is Associate Editor of the *Journal of Accounting, Auditing and Finance*;
- Professor Peter Pope is Editor of the *Journal of Business Finance and Accounting*;
- Professor Ane Tamayo is Associate Editor of the *Journal of Business Finance and Accounting*;
- Dr Andrea Mennicken is Associate Editor of the *European Accounting Review*;
- Other faculty are on the editorial boards of numerous and a wide variety of journals.



WHO'S WHO IN THE DEPARTMENT

KEY FACULTY

Head of Department	Professor Wim Van der Stede w.van-der-stede@lse.ac.uk Room OLD 2.18, Ext: 6695
Department Tutor Department of Accounting	Mr Christopher Noke c.noke@lse.ac.uk Room OLD 3.29, Ext. 7317
Department Tutor Department of Finance	Dr Paula Lopes-Cocco p.v.lopes-cocco@lse.ac.uk Room OLD.M2.09, Ext 3708
Elements of Accounting and Finance (AC100) Course Leader	Ms Chris Constantinou c.constantinou@lse.ac.uk
Managerial Accounting (AC211) Course Leader	Dr Tommaso Palermo t.palermo@lse.ac.uk
Management Accounting, Financial Management and Organisational Control (AC310) Course Leader	Dr Nadine De-Gannes n.de-gannes@lse.ac.uk
Financial Accounting, Analysis and Valuation (AC330) Course Leader	Dr Stefano Cascino s.cascino@lse.ac.uk
Auditing, Governance and Risk Management (AC340) Course Leader	Dr Liisa Kurunmaki l.kurunmani@lse.ac.uk

PROFESSIONAL SERVICES STAFF

Department Manager	Yvonne Guthrie y.guthrie@lse.ac.uk Room OLD 3.19 Ext: 6408
Programme Manager BSc Accounting and Finance	Sandra Ma s.s.ma@lse.ac.uk Room OLD 3.22, Ext: 7737
Department Administrator	Justin Adams j.adams5@lse.ac.uk Room OLD3.20, Ext: 6542
Student Information Centre Assistant	Salah Ud Din S.ud-din@lse.ac.uk Room OLD3.20, Ext: 3780

STARTING YOUR PROGRAMME

The [New Arrivals Checklist](#) is a useful tool for preparing to commence your programme at the LSE. The following covers your immediate priorities in the first few weeks of the first term:

Key Department of Accounting BSc Welcome Schedule 2017				
Date	Activity	Start	End	Location
Monday 18th September	School Welcome Presentation	10.00	11.30	Peacock Theatre
Tuesday 19th September	BSc Accounting and Finance Registration	14.00	14.30	Hong Kong Theatre, Clement House
Friday 22nd September	BSc Accounting and Finance Welcome Presentation	13.00	14.30	TW1.G.01
Friday 22nd September	Department of Accounting School Services Talk	15.00	17.00	Old Theatre, Old Building
Monday 25 September	BSc Accounting and Finance Welcome Reception Lunch	12.00	14.00	Shaw Library, 6th Floor, Old Building
Saturday 30th September	BSc Accounting and Finance Saturday Session	9.30	16.00	LSE Life LSE Library

Registration

In your first week at LSE, please make sure that you formally [register for your degree programme \(read these webpages for full guidance on registration\)](#). It is essential that you register at the specified time, as you will not be able to receive teaching until you are a registered student and your course choices may be limited if you are unable to select your courses as a result of registering late. At registration you will be asked to provide proof of your eligibility to study in the UK in order to receive your student ID card.

Arriving Late

If you are unable to make your allocated Registration slot, please see [Late arrivals](#) for advice on catching up quickly.

Certificate of Registration

A certificate of registration provides proof to organisations, such as the Home Office, council tax offices and banks, that you are registered as a current student at LSE.

Once you are formally registered with the School you will be able to print out your certificate via LSE for You. The 'Certificate of Registration' option can be found in the 'Certification and Documentation' section of LSE for You.

Please be aware it can take up to 4 hours for your change in Registration Status to be picked up by LSE for You so you may have to wait a short time if you've just registered.

If you require this certificate to be signed and stamped, staff at the Student Services Centre will be happy to do this for you. If you require a

certificate with information beyond what is on the Certificate of Registration please see [registry documents](#).

Fees

The School offers two options for payment of fees. You can pay in full prior to Registration or via a payment plan. Full fee information, including how to pay, can be found on the [Fees and Student Finance](#). A [list of fees](#) is available online.

Undergraduate Course Choice and Personal Timetables

You will need to choose all of your courses, including any compulsory ones, in LSE for You. All course choices need to be approved by your Academic Adviser so please make sure you've discussed your options with them. The course choice facility will be accessible from 31 August

2017. You must finalise your course choices by 17.00 on 9 October 2017.

To choose your courses first visit lse.ac.uk/coursechoice. Here you will find links to the programme regulations which outline your available course choices and a course guide for each of them. You will also find tutorials on how to select courses, including information on how to select courses that are not listed in your programme regulations.

If you have made your course choices in LSE for You by the specified date but cannot view a personal timetable this may be because you have a timetable clash. If this is the case you should see a message telling you the codes of the courses that are clashing. For further information on timetable clashes please see the timetables web page: lse.ac.uk/intranet/diaryAndEvents/timetables/

If you make a change to your course choices after the publication date please allow three working days for the changes to appear on your timetable.

LSE100

All first year undergraduate students are required to take LSE100 The LSE Course: Understanding the causes of things and your lectures and classes for LSE100 begin in LT 2017-18. This is an interdisciplinary and innovative course specific to LSE which introduces you to the fundamental elements of thinking as a social scientist by exploring real problems and real questions, drawing on a range of disciplines across the social sciences.

Settling in at LSE

The [Your First Week](#) webpages provide comprehensive information to help you settle in to life at LSE. LSE Social also provides a list of events and exhibitions going on around the School.

Welcome Week

The [Welcome Week](#) webpages contain information about both compulsory and optional events taking place at the start of the academic year, including those specific to your department and BSc programme, as well as central School Welcome Week events.

The table on the left shows you which events you should attend in Welcome Week.

Saturday BSc Away Day, 30 September 2017

New to this academic year we will be hosting a Saturday BSc Accounting and Finance Away Day session in conjunction with LSE LIFE. The day will be an opportunity to meet and get to know your fellow classmates further as you embark on your three year academic journey. There will be team activities and lunch provided and opportunities to meet key department faculty and alumni.

Communication at LSE

It is very important that you keep the Department and the School informed of your current home and term-time addresses, telephone numbers and email addresses. In your first weeks you should check that this information is accurately listed on [lse for You](#). If any of this information changes, you must update it on LSE for You immediately.

Email & IT Account Set-up

The School will use your LSE email address to communicate with you so you should check it regularly. You should also use your LSE email account for all correspondence with members of the School.

For advice on [activating your LSE IT account](#) and for further information see [lse Services/IMT](#).

Microsoft Outlook is available on all student PCs on the LSE network. You can configure a smart phone/tablet to access LSE email and other online resources. You can also access e-mail off-campus using webmail and the remote desktop functionality. For instructions on how to access your email off campus visit [lse Services/IMT/remote](#).

Timetables

Timetables for all courses are available on the LSE website, listed according to course code. The Department cannot provide you with an individual timetable and students are responsible for keeping an eye on their own timetable on LSE For You and timetables page.

Undergraduate Class Changes

The Timetables Office uses an automated process to allocate undergraduate students to classes. In order to request a change to a scheduled class, you should apply using the LSE for You 'class change request' function.

If there are circumstances that prevent you from attending your scheduled class, you should include in your request full details of the dates and times that you are unavailable. The relevant department will then consider your request. You may be asked to provide documentary evidence in support of your application. Once the department has made its decision you will be notified via your LSE email account. If your request is approved, your LSE for You personal timetable will be updated within three working days of the date of approval.



LSE for You

LSE for You is a personalised web portal which gives you access to a range of services. For example, you can:

- view or change your personal details
- reset your Library and network passwords
- monitor and pay your tuition fees online
- order certificates and official documentation
- check your exam results

You can also access online tutorials on how to navigate and personalise LSE For You via its login page. Use your LSE network username and password to login via lse.ac.uk/lseforyou.

Moodle

Moodle is LSE's Virtual Learning Environment (VLE). It is a password protected web environment that contains a range of teaching resources, activities, assignments, information and discussions for your course. The content of Moodle is the responsibility of your teacher and so it will vary from course to course (not all teachers choose to use Moodle).

You can access Moodle from any computer connected to the internet, on or off campus.

Go to moodle.lse.ac.uk/ and use your LSE user name and password to log in. This page also has links to help and advise on using Moodle. You will also find links to Moodle from a number of web pages, including the webpage for 'Staff & Students'. If you have any technical problems with Moodle you should contact the helpdesk at it.helpdesk@lse.ac.uk.

If you have difficulty using any of these facilities, the IT Services Help Desk will be able to help you. It is located on the Library First floor. IT Services also run a number of training courses for students.

Course Registration

Information about [postgraduate course choice and seminar sign up](#) can be found on the Student Services Centre webpage.

You can select your preferred course choices as soon as the Graduate Course Choice system opens on Friday 22 September 2017. However, you will only be able to access the 'Graduate Course Choice' option in LSE for You when your admissions paperwork is completed. You must register for your course choices (for both Michaelmas and Lent terms) via LSE For You by 12:00 noon Monday 9 October 2017.

Many courses have 'controlled access' and you will need to apply to the department teaching the course for permission to take it before you can select it. If such application is required, it will be indicated in the system.

Your overall diet of courses is also subject to the approval of your home department.

Some departments allocate places to seminars centrally whilst others permit you to choose using the seminar sign-up facility in LSE for You.

Personal timetables can then be viewed in LSE for You.

LSE Life

LSE Life is the School's centre for academic, professional and personal development. They can help you find your best ways to study, think about where your studies might lead you, and make the most of your time at LSE. LSE Life offers:

- guidance and hands-on practice of the key skills you'll need to do well at LSE: effective reading, academic writing and critical thinking
- workshops related to how to adapt to new or difficult situations, including development of skills for leadership, study/work/life balance, and preparing for the working world
- a place to meet and work together with your peers on interdisciplinary group projects and research
- support in making the transition to (or back to) university life;



- advice and practice on working in study groups and on cross-cultural communication and teamwork
- ideas and inspiration about academic pursuits and pathways into professional life and much more

LSE LIFE is located on the ground floor of the library and is your first port of call to discover what is available for you.

The LSE LIFE team, together with advisers and specialists from LSE Careers, LSE Library, the Language Centre and other parts of the School, will be on hand to answer your questions. Sign up for a workshop, come by for help with your homework, or just drop in.

Student Services Centre (SSC)

The Student Services Centre is located on the ground floor of the Old Building. It provides advice and information on the following services:

- Certificates of registration
- Course choice and class changes
- Examinations and results
- Fees – process fee payments and distribute cheques (drop-in service)
- Financial Support – advice on scholarships, awards, prizes, emergency funding and studentships (drop-in service)
- Graduate Admissions (drop-in service)

- Graduation ceremonies
- Information for new arrivals
- Programme registration
- Transcripts and degree certificates
- Visa and immigration advice (drop-in service)

The SSC provides a general enquiry service for students between 11am and 4pm every weekday. You can also contact us by telephone.

Details of who to contact and more information can be found on our website: lse.ac.uk/ssc

- Providing one-to-one advice on [School Regulations and Codes of Practice](#)
- Processing applications to the [Repeat Teaching Panel](#) and monitoring attendance
- Producing replacement student ID cards for undergraduate and taught maters students
- Administering the School's student consultative fora and the Departmental Tutors Forum

Contact the Advice, Communications and Operations team with a general enquiry

In person: at the Student Services Centre Counter during opening hours (Ground floor, Old Building)

By email: ssc.advice@lse.ac.uk

Telephone: 020 7955 6167

Advice, Communications and Operations

The Advice, Communications and Operations team provide advice to students on academic matters (particularly around non-progression, interruption and withdrawals), run the Student Services enquiry counter, co-ordinate Welcome Week and co-ordinate Student Services Centre communications: Their specific responsibilities include:

- Providing the first point of contact for enquiries and signposting enquirers to the appropriate school services
- Coordinating all School Welcome Week events, maintaining the Your [First Weeks](#) web pages and managing the [Off Campus Support Scheme](#)

Getting in Touch with Admissions

The website and [admissions enquiries system](#) are the quickest way to receive answers to any questions you may have. Please explore the site before contacting us. If your question cannot be answered by reference to online resources, you can submit an email enquiry via the admissions enquiries system.

For more information visit Undergraduate Admissions lse.ac.uk/study/undergraduate/contactUs.aspx

KEY INFORMATION

Where We Are

The Department main offices are on the 3rd Floor of the Old Building (OLD 3.20 and OLD 3.22). Contact address:

Department of Accounting
London School of Economics and
Political Science
Houghton Street
London WC2A 2AE

The Department UG Student Rooms (OLD 3.16 on the 3rd Floor of the OLD Building) is for use by students registered on the Undergraduate Accounting programme. The code to enter this room can be obtained from your Programme Manager. Please note that this code will change each term for security reasons.

Student Information Centre (SIC)

The Student Information Centre (SIC) is based in Room OLD 3.20, 3rd floors of the Old Building. You should go the Centre for queries including:

- leaving messages for academic staff (if their administrative contact is unavailable)
- contacting academic staff
- staff office hours
- examination information
- collecting course handouts
- collecting formative feedback forms and submitting classwork
- other general queries

Opening Hours—Term Time:

Monday to Friday

10.00-12.30 and 13.30-16.30

Formal Teaching

Formal teaching starts Week 1 of the Michaelmas Term (w/c 25 September unless pre-sessional applies to your course). It is usually completed by the end of the Lent Term. Examinations for MT courses taken in both terms will normally be held during May and June. Some departments hold examinations in January.

Lecture Handouts

Handouts and other teaching materials are normally distributed during lectures, classes or seminars. If you miss a lecture or class/seminar given by a teacher in the Department, spare copies of handouts will normally be available from the SIC, Room OLD 3.20. Where possible handouts will also be placed in relevant course pages on Moodle. Course packs will be available for each Accounting course in the SIC, and Salah Ud Din will email all registered students on the course to let them know when they are available to be collected.

Formative Assessment

The LSE has two types of assessment, formative and summative. Class essays and assignments are examples of formative work and do not count towards the final grade for a course. Assessed essays, dissertations and unseen examinations are summative assessment and count towards the final course grade.

The marks for formative written work will not count towards your final mark for the course, but they will be recorded by your seminar teacher and can be used in the production of written references.

Formative work is not intended to provide a prediction of your likely performance in your final examinations; it is designed instead to measure your progress and to give you guidance on how to improve your academic performance. By contrast, summative assessment is designed to provide a formal evaluation of your academic achievement.

Summative Assessment

Many BSc courses have assessed essays, which constitute to the overall formal assessment for that course. There are also a number of courses that are 100% assessed by an unseen written examination in week 0 of the Lent Term OR Main Summer examination periods. Please read relevant course outlines.

Participation Grade

Some of the BSc courses includes a participation grade. Oral and/or group presentations may be assessed in lieu of written work.

How to get in touch and give feedback

Contacting Professional Service Staff

The Department's administration is based in OLD 3.22, and is open to enquiries from students all year round.

Contacting Academic Staff for Advice and Guidance

Academic staff can be contacted during their office hours (drop in), or via appointments made directly with them during term-time.

Student and Staff Liaison Committee (SSLC)

The Department of Accounting has a BSc Student/Staff Liaison Committee (SSLC), which comprises representatives from each year of the BSc programme. This committee meets each term to provide a forum for students to discuss courses and programmes with staff and to make suggestions on issues that affect the student body as a whole. Dates for the termly meetings will be announced on Moodle or via email from your Programme Manager.

Programme representatives (two per year are chosen by students as early in the Michaelmas Term as possible. It is up to students in each year to decide how to select these representatives, one of whom will be elected to represent the Department on the **Undergraduate Students' Consultative Forum**.

Student representatives are expected to represent the whole cohort in their programme and be responsible in representing others' views.

Names and contact details of student representatives and agendas and minutes of SSLC meetings will be published on Moodle.

Academic Adviser

Your Academic Adviser is responsible for monitoring your academic progress and is available to help with any problems, which may arise, whether academic or personal.

All BSc and General Course students will be assigned an adviser by the second week of the Michaelmas Term. You will be sent an email when the details are confirmed. If you need advice during the period before Academic Advisers are assigned, you can contact that the Departmental Tutor.

The Department tries as far as practicable to operate a '1+2' Adviser system whereby students will have one Adviser for the first year and then another Adviser through both of years two and three.

However, staff leave and other circumstances mean that this is not always possible.

Any queries or problems you have about the individual courses you are taking should first be raised with the relevant class teacher, lecturer or course leader during their Office Hours. Your Academic Adviser's main role is to provide feedback on your academic progress and guidance on academic and personal issues.

Department Tutor

The Departmental Tutor (Christopher Noke) is responsible for organising the adviser system within the guidelines laid down by the School and the Head of Department. The Departmental Tutor is also available to give advice and help on any matters of concern to students which Academic Advisers are unable to resolve. Certain procedures (e.g. changing degree programme; suspension of regulations) necessitate the approval of the Departmental Tutor before they can be implemented.

Student Suggestion and Concerns

We hope that you enjoy your studies in the Department, and that you are pleased with the teaching and other forms of support that you receive. However, if you have any suggestions or concerns, we aim to respond to these constructively and address any problems as promptly as possible.

Specifically, if you have a concern about your programme or any aspect of the Department's activities, you are invited to raise this as early as possible with any of the following:

- The elected student representatives for your programme (see section above on SSLC).
- The relevant course teacher/ course leader
- The Programme Manager, Programme Director, your Academic Adviser, the Department Tutor (Christopher Noke), Department Manager (Yvonne Guthrie) or the Head of Department (Professor Wim Van der Stede)

Departmental practices for giving feedback on teaching are explained during the first SSLC meeting.



Communicating with you

The School and the Department will use your **LSE email address** to communicate with you so you should check it regularly.

If you change your term-time or permanent home address and/or telephone number, you must update your personal contact details online via LFY. It is essential that you keep these details up to date. Your address is protected information and will not be disclosed to a third party without your permission unless it is for reasons of official School business.

Department website and Social Media

The Department of Accounting website at www.lse.ac.uk/accounting provides an alternative way of accessing information about the Department and School.

The Department also has a Twitter account [@LSE_Accounting](https://twitter.com/LSE_Accounting) and a Facebook page www.facebook.com/lseaccounting and you are encouraged to follow these accounts as an additional way to keep up to date with events and news.

The British Library of Economic and Political Science

Your LSE student card is also your Library card. No additional registration with the Library is required. All the information you need to get started is on the Library website at: lse.ac.uk/library but please do ask Library staff at the beginning of term for general information and your Library guide. Use Library Search to find both the Library's print and electronic resources. Staff at the Enquiry Desk on the ground floor are available for any questions you may have about using the collections and electronic resources.

Fieldwork Safety

If you are planning fieldwork or any other off site activity please complete the relevant [risk assessment form](#).

We recognise that you may want to carry out fieldwork in areas of the world that are subject to social or political unrest, high threat of kidnap and ransom or to areas with Foreign and Commonwealth Office warnings. If you do, we are there to help you achieve your aims. We can help provide specialist country or area threat assessments to help you make an informed decision about the viability of traveling to your destination of choice. We can also provide specialist training and equipment to help keep you safe.

Please read the [Fieldwork Health and Safety Guidance document](#) for further information.

Requesting Written References for Employment/Further Study

During the year, and/or after you have left LSE, you may need to request references in support of applications for employment or further study. Your Programme Manager is the first person to whom you should address a reference request. S/He will then make a decision as to who this should be prepared by and will ensure that this is processed.

Interruption, Deferral, Withdrawal, Programme Transfer and Change of Mode of Study

Interruption: with approval from your Department you can take a break in your studies. Interruptions are one calendar year long. You are usually required to return at the start of the nearest applicable term – be that Michaelmas or Lent term.

Summer term interruptions are not possible ([more information](#))

Deferral: if you complete the teaching year but have difficulties in the lead up to or during the exam period, then in exceptional circumstances you can seek to defer assessment(s) to the following academic year. ([more information](#))

Withdrawal: withdrawing means that you are leaving the programme permanently. Before withdrawing you may want to consider interruption so that you have some time to consider your options ([more information](#)).

Programme Transfers: you can request to transfer from your current programme to another programme at the same level according to the School's regulations. There are usually restrictions on transferring programmes, and sometimes transfers are not possible. All transfer requests are considered by and require approval from both academic departments and the School before being authorised ([more information](#))

Attendance/Absence

Students are required to attend the School for the full duration of each term. Students away due to illness or other reasons must inform their seminar teachers and, where the absence is for more than two weeks, the Student Services Centre.

Students are required to attend classes and attendance will be recorded in LFY on a weekly basis. Please note the attendance requirements placed on you by your funding body and/or your visa status.

Personal Development

There are many ways in which LSE supports the personal development and wellbeing of students, both on and off campus.

Personal development events

There are lectures and group based workshops across the year on topics such as stress management, overcoming perfectionism and coping with personal difficulties. See lse.ac.uk/tlc/development and lse.ac.uk/counselling

Student Wellbeing Service: One to One

Support LSE's [Student Counselling Service](#) offers bookable one to one appointments and daily drop in sessions; its Peer Support scheme enables students to talk with fellow students if they have any personal worries. The [Disability and Wellbeing Service](#) provides advice to disabled students, makes LSE Inclusion Plans and helps with Individual Examination Adjustments.

LSE Personal Development Aide Memoire (PDAM)

This is a record that you can access and build in LSE for You and which enables you to keep track of the skills and experience you gain through any extra-curricular activity you undertake while you are at LSE, both within and beyond the School.

The PDAM is automatically populated from a number of different LSE systems and can also be updated manually.

Once completed, it will enable you to provide information and evidence about what you have done beyond your studies, making it useful for volunteering, internship and job applications. To find out more, see lse.ac.uk/apd/PDAM



Quality Assurance

The School's approach to quality assurance is set out in the document "[Strategy for Managing Academic Standards and Quality](#)". It sets out broad principles and processes for assuring academic standards and for enhancing the quality of educational provision.

Student Teaching Surveys

The Teaching Quality Assurance and Review Office (TQARO) conducts two School-wide surveys each year to assess students' opinions of teaching, one in each of the Michaelmas and Lent Terms.

Teaching scores are made available to individual teachers, Heads of Departments, the Director of the Teaching and Learning Centre and Language Centre, and the Pro-Director (Education). In addition to producing reports for individual teachers, TQARO produces aggregated quantitative data for departments and the School, which provide important performance indicators.

Results of the 'course' section of the surveys are made available to students through the online course guides.

Equity, Diversity and Inclusion at LSE

To uphold the School's commitment to equality of respect and opportunity, as set out in the Ethics Code, we will treat all people with dignity and respect, and

no less favourably because of their role at the School, age, disability, gender (including gender identity), race, religion or belief sexual orientation, marriage and civil partnership, pregnancy and maternity and social and economic background.

In practice, this means we expect you to:

- Treat all members of the School community fairly and with respect;
- Act courageously and openly, with respect for the knowledge and experience of others;
- Play your part in creating an environment that enables all members of the School community to achieve their full potential in an environment characterised by equality of respect and opportunity; and
- Actively oppose all forms of discrimination and harassment, including challenging and/or reporting unacceptable behaviour.

The School is committed to embedding and mainstreaming equity, diversity and inclusion. For further advice or information, please visit the School's [Equality and Diversity](#) website.

Access Guides to LSE buildings

DisabledGo have produced detailed access guides to the LSE campus and residences, and route maps between key locations. These are available at [lse.ac.uk/DisabledGo](#)

International Student Immigration Visa Advice Team (ISVAT)

ISVAT provides detailed immigration advice for International Students on their website which is updated whenever the immigration rules change. They can advise you by email (if you complete an online query form on the [ISVAT web pages](#)) or at the drop-in service at the Student Services Centre. ISVAT run workshops to advise students applying to extend their stay in the UK; and in complex cases, they will make individual appointments.

For more information including drop in times and dates of workshops go to [ISVAT web pages](#).

ISVAT also manages staff and student exchanges through the Erasmus + programme at LSE. For more information on our exchanges, go to [lse.ac.uk/Erasmus](#)

Financial Support

The [Financial Support Office \(FSO\)](#) is responsible for the administration and awarding of scholarships, bursaries, studentships and School prizes. It is located within LSE's Student Services Centre with a daily drop in session during term time between 1pm and 2pm (Mondays, Wednesdays and Fridays during vacations). No appointment is necessary.

FSO provide information about funds such as the Student Support fund, LSE Access Fund and the Postgraduate Travel fund.



Codes of Good Practice

The Codes of Practice for Undergraduates and Taught Masters Programmes explain the basic obligations and responsibilities of staff and students. They set out what you can expect from your departments – and what departments are expected to provide – in relation to the teaching and learning experience. The Codes cover areas like the roles and responsibilities of Academic Advisers and Departmental Tutors; the structure of teaching at the School; and examinations and assessment. They also set out your responsibilities, i.e. what the School expects of you.

Code of Good Practice for Undergraduate students ([link](#))

The Student Charter sets out the vision and ethos of the School ([link](#))

Research Ethics Policy and procedures ([link](#))

Code of Research Conduct ([link](#))

The Ethics Code ([link](#))

General School and Programme Regulations

The School has regulations, policies and procedures covering many aspects of student life and you should familiarise yourself with them.

Some of the regulations explain the organisation and conduct of your academic study. These include information about the structure of programmes, assessment, graduation and what to do if illness affects your studies.

The following web searches/web links detail the School's Programme Regulations.

Undergraduate Programme Regulations ([link](#))

Regulations for the consideration of appeals against decisions of boards of examiners for taught courses ([link](#))

Regulations on assessment offences: other than plagiarism (i.e. Exam Misconduct) ([link](#))

And the following web link gives you an A-Z list of relevant regulatory documents where you can find further details of all [School Regulations](#).

What to do if you are ill during your studies

Information about the School's procedure can be found [here](#).

Important Notes on Plagiarism

The work you submit for assessment must be your own. If you attempt to pass off the work of others as your own, whether deliberately or not, you are committing plagiarism. If you are found to have committed an assessment offence (such as plagiarism or exam misconduct) you could be expelled from the School.

Any quotation from the published or unpublished works of other persons, including other candidates, must be clearly identified as such. Quotes must be placed inside quotation marks and a full reference to sources must be provided in proper form.

A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. All paraphrased material must also be clearly and properly acknowledged.

Any written work you produce (for classes, seminars, examination scripts, dissertations, essays, computer programmes and MPhil/PhD theses) must be solely your own. You must not employ a “ghost writer” to write parts or all of the work, whether in draft or as a final version, on your behalf. For further information and the School's Statement on Editorial Help, see link below. Any breach of the Statement will be treated in the same way as plagiarism.

You should also be aware that a piece of work may only be submitted for assessment once (either to LSE or elsewhere). Submitting the same piece of work twice (regardless of which institution you submit it to) will be regarded as an offence of “self-plagiarism” and will also be treated in the same way as plagiarism.

Examiners are vigilant for cases of plagiarism and the School uses plagiarism detection software to identify plagiarised text. Work containing plagiarism may be referred under the [Regulations on Assessment Offences: Plagiarism](#) which may result in the application of severe penalties.

If you are unsure about the academic referencing conventions used by the School you should seek guidance from your department (webpages, Moodle, Handbook or the administrators), Academic Adviser, the [Teaching and Learning Centre \(TLC\)](#) the [Library](#) as soon as possible. Please see the assessment regulations for assessed coursework below. The [Regulations on Plagiarism](#) and the [Statement on Editorial Help for Students' Written Work](#) can be found online.

Classification Schemes

Degrees are awarded according to the classification scheme applicable to the year in which you started your programme of study. These schemes are applied by the Boards of Examiners at their meetings in July and November each year.

The following web links gives details of the School's schemes of award:

The [Undergraduate Classification Scheme](#) gives details of the School's scheme of award.

Results and Transcripts of Results

The School releases confirmed marks once the relevant School Board of Examiners has ratified them. For further information, please see [lse.ac.uk/results](#).

To ensure that your results are released as scheduled, please check your balance on LSE for You to see if you have any outstanding fees. You should contact the Fees Office on fees@lse.ac.uk if you have any queries, as the School will not release your results if you have an outstanding debt.

Transcripts for finalists are issued digitally within ten working days of publication of final results. Continuing students will be able to request an 'intermediate transcript' of results as soon as they are officially published. For more information, please see [lse.ac.uk/transcripts](#).

Graduation Ceremonies

Graduation ceremonies are held twice a year: in July for students who have followed undergraduate or nine or ten month taught postgraduate degree programmes and in December for students who have followed twelve month taught postgraduate degree programmes. MPhil/PhD research students are presented at both the July and December ceremonies - July for those awarded by 30 April and December for those awarded by 30 September.

For more information, including the dates of future ceremonies and details of the School's overseas ceremonies, please see [lse.ac.uk/ceremonies](#).

Degree Certificates

The degree certificate gives your full name, level of award, programme of study, and class of degree or other award obtained. It will be available for collection on the graduation ceremony days for the relevant graduation period in July or December. If you don't collect it at the ceremony, it will be posted to your home address within four to six weeks. It is therefore essential that you keep your details upto-date on LSE for You. For more information, please see [lse.ac.uk/degreeCertificates](#).

Alumni Association

LSE's Alumni Association is the official voice of LSE's global alumni community, comprising more than 130,000 people in over 200 countries, nearly 100 regional groups, and 11 special interest groups. Its primary role is to support the alumni programme co-ordinated by the LSE Alumni Relations team by developing and supporting the network of international and special interest alumni groups and contact networks, and representing the voice of the alumni community within the School.

You automatically become a member upon graduation and membership is free.

LSE Volunteer Centre

The LSE Volunteer Centre is based within LSE Careers and is here to help you develop new skills and new friendships while making an impact through volunteering.

We advertise volunteering opportunities at different charities across London and internationally, with positions ranging from one-off opportunities to part-time internships with charities. The annual Volunteering Fair takes place at the beginning of Michaelmas term and is a great opportunity to meet a wide range of charities and get a feel for the work they do. You can find out more, as well as tips and advice about volunteering, on the LSE [Volunteer Centre website](#) or @LSEVolunteering

Volunteering with LSE's Widening Participation (WP) team

WP aims to raise aspiration and attainment in young people from London state schools. We deliver a number of projects that encourage young people from under-represented backgrounds to aim for a university education. We need enthusiastic LSE students to be inspiring role models and to contribute to the success of our programmes. Visit lse.ac.uk/wideningparticipation or email widening.participation@lse.ac.uk for more information.

Accounting Careers Consultant

Team

As an Accounting undergraduate student, you will have exclusive access to two career consultants, Denise Donoghue and Claire Kinselley, who will both be available to meet with Accounting undergraduate students once a week during Michaelmas term and in alternate weeks in Lent term.

You can make an appointment with Claire or Denise through the LSE [CareerHub](#).

You do not need to book for the drop in sessions. Appointments will be released 30 days in advance.

About Careers Discussions

These 20 minute, face to face sessions with Claire or Denise can be used to discuss anything careers related including:

- Application form, CV and cover letter checking (please bring a copy to your appointments with you)
- Employer and sector-specific information □ Interview advice
- Further study options
- Job hunting strategy
- Career planning and exploring ideas

Preparing for an appointment

To get the most out of your appointment we recommend the following:

- Bring any supporting documentation eg, a CV, cover letter, application form or some notes about your thoughts and ideas.
- Make good use of the many online resources available on the LSE Careers website (lse.ac.uk/careers)
- Attend career seminars on CVs and application forms in order to maximise your time with a careers consultant.
- Do some background research first.

Outside of the times listed for Denise and Claire you are welcome to book with any of the other Careers Consultants at the Careers Service.

SUMMARY OF SOURCES OF SUPPORT AT LSE

Academic Support Services	For information about the Teaching and Learning Centre , Library Subject Guides , Moodle and links to Student Advisers .
Careers	For careers guidance, information on graduate employment, and vacancies exclusive to students and alumni, plus jobs at LSE and information on what it is like to work here – LSE Careers and the LSE Volunteer Centre
Faith Centre	For information about religious services, events, support and the Interfaith Forum
IT Support	See the Student IMT webpages for information about the Student IT Helpdesk , the Laptop Surgery , Guidance on Using Social Media and Support for Students with Disabilities
Language Centre	For information about the EAP Insessional Support Programme , Learning Support Workshops , and more
Lesbian, Gay, Bisexual And Transgender Students	For information about the Students' Union LGBT Alliance , the LSE Diversity Blog , external support services and more.
LSE LIFE	For guidance on academic, professional and personal development; help to find your own 'best' ways to study, think about where your studies might lead you, and making the most of your time at LSE
Money matters	For information about the Fees Office , Table of Fees , Financial Support , Loans , Part-time Work , Bank Accounts , Council Tax , Financial Problems , and more.
Student Services Centre	For access to a range of services and advice related to admissions, registration, fees, financial support, course choice, exams and results, transcripts and degree certificate, graduation, and more.
Students With Children	For advice on pregnancy, finances, accommodation and impacts on studies
Teaching And Learning Centre	For information about Development and Training, online learning support from Learning World and more.
Visas And Immigration	For advice on immigration options and support while studying at LSE.
Wellbeing, Health And Safety	For information about the Disability and Well-being Service , the Student Counselling Service , the Students' Union Advice service , Healthcare , the on campus St Phillips Medical Centre and more.